

**State of Connecticut
GENERAL ASSEMBLY**



**COMMITTEE ON LEGISLATIVE STAFF INTERNSHIPS
LEGISLATIVE OFFICE BUILDING, ROOM 5150
HARTFORD, CONNECTICUT 06106-1591**

Job Title:	Legislative Intern
<i>Summary of Class:</i> To observe, learn and support the legislative process by performing a variety of duties and participate in varied activities during the legislative session.	
<i>Supervision Received:</i> Interns are assigned to a legislator/mentor to guide them through the session. Interns will also work closely with legislative staff throughout the program.	
<i>Attendance:</i> Full-time inters will participate five (5) days a week for eight (8) hours per day. Part-time interns will participate on Monday and Wednesday or Tuesday and Thursday for eight (8) hours per day. Fridays are available to part-time interns if additional credit is awarded by their school. Other combinations of days may be requested, but require approval from the committee.	
<i>Examples of Duties:</i> Conducts research; Attends public hearings, committee meetings, or other events to observe; gather information; or to assist Responds to constituents' needs via phone, e-mail, or in person; Attends both House and Senate Sessions; Writes letters, citations, speeches, & testimony; Presents testimony for a legislator or a constituent; Assists legislative committees during public hearings; Performs administrative duties to facilitate the legislative process including filing, sorting and distributing mail, and answering phones; Tracks, analyzes, and reports on proposed legislation; Creates, distributes, and tabulates surveys; Serves as back-up for legislative aide; Assists press staff with writing press releases; Other duties as assigned.	
<i>Minimum Qualifications Required:</i> Undergraduate Student with a cumulative grade point average of at least 2.5; Earned 20 credits by the beginning of the internship; Students must be registered for a course (varies by institution) in order to receive credit for the internship; Students must be 18 years of age by the beginning of the internship; Excellent verbal and written communication skills; Critical thinking skills; Computer skills and knowledge of computer software, including Microsoft Word; Ability to deal effectively and tactfully with legislators, staff, and the public; Strong desire to learn the legislative process through hands-on experience.	

Updated: 5/13